

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park  
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

### BOARD MEETING NOTICE

Meeting No. 251

- DATE:** Thursday, November 8, 2012
- TIME:** **6:30 P.M. Board Meeting**
- PLACE:** San Mateo County Transit District Office  
1250 San Carlos Avenue, Second Floor Auditorium  
San Carlos, CA
- PARKING:** Available adjacent to and behind building.  
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans Bus: Lines 261, 295, 297, 390, 391, 397, PX, KX.  
CalTrain: San Carlos Station.  
Trip Planner: <http://transit.511.org>

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- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA  
*Note: Public comment is limited to two minutes per speaker.*
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
  - 4.1 Certificate of Appreciation to Richard Napier, C/CAG Executive Director, for his years of dedicated service and contributions to C/CAG. p. 1
  - 4.2 One Bay Area Grant (OBAG) presentation and discussion.
  - 4.3 Safe Routes to School Presentation from County Office of Education.

## 5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 5.1 Approval of the Minutes of Regular Business Meeting No. 250 dated October 11, 2012. ACTION p. 3
- 5.2 Update on Regionally Integrated Climate Action Planning Suite (RICAPS) Project ACTION p. 7
- 5.3 Review and approval 2013 C/CAG Board Calendar. ACTION p. 11
- 5.4 Review and Approval of Resolution No. 12-63 authorizing the C/CAG Chair to Execute Amendment No. 1 to an existing Agreement between C/CAG and DNV KEMA, adding \$30,000 for Consulting Services for Climate Action Planning Technical Support for a total Not to Exceed Amount of \$90,000. ACTION p. 13

*NOTE: All items on the Consent Agenda are approved/accepted by a majority vote. A request must be made at the beginning of the meeting to move any item from the Consent Agenda to the Regular Agenda.*

## 6.0 REGULAR AGENDA

- 6.1 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update.  
(A position may be taken on any legislation, including legislation not previously identified.) ACTION p. 25
- 6.2 Adoption of the update of the Airport Land Use Compatibility Plan (ALUCP) for the environs or San Francisco International Airport and Certification of the Initial Study and Negative Declaration.
  - 6.2.1 Approval of Resolution 12-66 Adopting the Airport Land Use Compatibility Plan for San Francisco International Airport. ACTION p. 27
  - 6.2.2 Approval of Resolution 12-67 adopting the Negative Declaration for the San Francisco International Airport - Airport Land Use Compatibility Plan. ACTION p. 33
- 6.3 Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance. ACTION p. 41
- 6.4 Review and approval of Resolution 12-65, convening the Stormwater Committee as part of C/CAG's Water Pollution Prevention Program committee structure ACTION p. 49

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

7.2 Chairperson's Report

7.3 Boardmembers Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or [nblair@co.sanmateo.ca.us](mailto:nblair@co.sanmateo.ca.us) or download a copy from C/CAG's website – [www.ccag.ca.gov](http://www.ccag.ca.gov).

10.0 CLOSED SESSION

Public Employee Appointment

Title: Executive Director

11.0 ADJOURN

Next scheduled meeting: November 8, 2012 Regular Board Meeting.

**PUBLIC NOTICING:** All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

**PUBLIC RECORDS:** Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the City/ County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the C/CAG Internet Website, at the link for agendas for upcoming meetings. The website is located at: <http://www.ccag.ca.gov>.

**NOTE:** Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.

*If you have any questions about the C/CAG Board Agenda, please contact C/CAG Staff:*

*Executive Director: Richard Napier 650 599-1420 Administrative Assistant:  
Nancy Blair 650 599-1406*

## FUTURE MEETINGS

- November 8, 2012 Legislative Committee- SamTrans 2<sup>nd</sup> Floor Auditorium - 5:30 p.m.
- November 8, 2012 C/CAG Board - SamTrans 2<sup>nd</sup> Floor Auditorium - 6:30 p.m.
- November 20, 2012 NPDES Technical Advisory Committee- to be determined- 10:00 a.m.
- November 9, 2012 Resource Management and Climate Protection Committee (RMCP)
- November 15, 2012 CMP Technical Advisory Committee- SamTrans 2<sup>nd</sup> Floor Auditorium - 3:00 p.m.  
Conference Room C - 7:00 p.m.
- November 26, 2012 Administrators' Advisory Committee- 555 County Center, 5<sup>th</sup> Fl, Redwood City – Noon
- November 26, 2012 CMEQ Committee- San Mateo City Hall- Conference Room C- 3:00 p.m.

# C/CAG

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### A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO

## **RICHARD NAPIER**

### FOR HIS DEDICATED SERVICE TO THE C/CAG BOARD OF DIRECTORS

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**Resolved**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

**Whereas**, Richard Napier has served as C/CAG Executive Director from January 1996 through November 2012, and has successfully secured \$110 million of external funding, over and above regularly programmed Federal and State funding, for San Mateo County during those years; and,

**Whereas**, Richard Napier dedicated his services to the people of San Mateo County by providing exceptional leadership in the areas of transportation, housing, climate action, stormwater pollution prevention, and airport land use compatibility; and,

**Whereas**, Richard Napier has led C/CAG to create an award winning San Mateo County Transit Oriented Development (TOD) Housing Incentive program as well as the San Mateo County Congestion Relief Program; and,

**Whereas**, Richard Napier has led San Mateo County to become the first in California to form a Sub-Region for Regional Housing Needs Allocation; and,

**Whereas**, Richard Napier has led C/CAG to form a Local Government Partnership for the San Mateo County Energy Watch; and,

**Whereas**, Richard Napier has led C/CAG to implement the San Mateo County Smart Corridor; and,

**Now, therefore**, the Board of Directors of C/CAG hereby resolves that C/CAG expresses its appreciation to Richard Napier for his seventeen years of dedicated public service, and wishes him happiness and success in the future.

**PASSED, APPROVED, AND ADOPTED THIS 8<sup>TH</sup> DAY OF November 2012.**

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*Bob Grassilli, Chair*



# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Meeting No. 250

October 11, 2012

### 1.0 CALL TO ORDER/ROLL CALL

Vice Chair Grotte called the meeting to order at 6:30 p.m. Roll Call was taken.

Jerry Carlson - Atherton  
Clarke Conway - Brisbane  
Terry Nagel - Burlingame, San Mateo County Transportation Authority  
Joseph Silva - Colma  
Carlos Romero - East Palo Alto (6:37)  
Art Kiesel - Foster City  
Naomi Patridge - Half Moon Bay  
Jay Benton - Hillsborough  
Kirsten Keith - Menlo Park (6:35)  
Mary Ann Nihart - Pacifica  
Maryann Moise Derwin - Portola Valley  
Alicia Aguirre - Redwood City  
Irene O'Connell - San Bruno  
Bob Grassilli - San Carlos (7:25)  
Brandt Grotte - San Mateo  
Don Horsley - San Mateo County  
Karyl Matsumoto - South San Francisco, San Mateo County Transit District (6:35)  
Deborah Gordon - Woodside

Absent,  
Belmont  
Daly City  
Millbrae  
Woodside

Others:  
Richard Napier, Executive Director, C/CAG  
Sandy Wong, Deputy Director, C/CAG  
Nancy Blair, C/CAG  
Inga Lintvedt, C/CAG Legal Counsel  
John Hoang, C/CAG Staff  
Jean Higaki, C/CAG Staff  
Tom Madalena, C/CAG Staff  
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member  
Jim Cogan, PG&E

**ITEM 5.1**

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Jim Cogan, PG&E Representative, provided an update on what PG&E is currently working on in San Mateo County.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Presentation on water from Bay Area Water Supply and Conservation Agency (BAWSCA) - Art Jenson

Art Jenson, Executive Director, gave a presentation and answered questions on BAWSCA's position on potential draining of Hetch - Hetchy.

Board requested that the BAWSCA position on Hetch - Hetchy be placed on the next agenda.

5.0 CONSENT AGENDA

Board Member Aguirre MOVED approval of Items 5.1, 5.2, 5.3, 5.3.1, 5.3.3, 5.3.4, 5.4, and 5.5. Board Member Keith SECONDED. **MOTION CARRIED** 16-0.

5.1 Approval of the Minutes of Regular Business Meeting No. 249 dated September 13, 2012.

APPROVED

5.2 Review and Approval of the Appointments of Jay Walter from San Carlos and Brian McMinn from South San Francisco to fill seats on the Congestion Management Program Technical Advisory Committee (CMP TAC).

APPROVED

5.3 Contracts approved by the C/CAG Chair and Executive Director in accordance with the C/CAG Procurement Policy.

INFORMATION

5.3.1 C/CAG Chair executed a contract with DKS Associates for \$49,000 for professional services for the Countywide Transportation Plan Update.

5.3.3 Executive Director executed a contract with William Klein for \$5,000 for professional services for supporting the San Mateo County Energy Watch.

5.3.4 Executive Director executed a contract with Climate Corps Bay Area for an AmeriCorps volunteer for the San Mateo County Energy Watch program for \$17,500.

5.4 Review and approval of Resolution No. 12-61 authorizing the C/CAG Chair to execute a funding agreement with the County of San Mateo Department of Public Works and Parks to provide C/CAG with funding to assist in the preparation of an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport in an amount not to exceed \$50,000.

APPROVED

Staff was directed to add the word "Bay" to the titles on page 45 and 49.

- 5.5 Review and approval of Resolution No. 12-62 authorizing the C/CAG Chair to execute a funding agreement with the State of California Department of Transportation (CAAP NO.: SM-1-10-1) to provide C/CAG with funding to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport in an amount not to exceed \$135,000.

APPROVED

Items 5.3.2 and 5.6 were removed from the Consent Calendar.

- 5.3.2 Executive Director executed a contract with iKorb for \$15,000 for professional services for supporting the San Mateo County Energy Watch website.

Staff responded to questions.

Board Member Nagel MOVED approval of Item 5.3.2. Board Member Kiesel SECONDED.  
**MOTION CARRIED** 16-0.

- 5.6 Review and approval of Resolution 12-59 authorizing the C/CAG chair to execute Amendment No. 2 to the Agreement with Mokhtari Engineering Inc. for an additional \$240,000 for a new amount not to exceed \$490,000 and a 18 month time extension for project management services on the Smart Corridors Project, and approval to waive the Request for Proposal (RFP) process.

APPROVED

Staff responded to questions.

Board Member Matsumoto MOVED approval of Item 5.6. Board Member Patridge SECONDED.  
**MOTION CARRIED** 16-0.

## 6.0 REGULAR AGENDA

- 6.1 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including legislation not previously identified.)

ACTION

Board Member Grotte MOVED to take no action on Item 6.1. Board Member Keith SECONDED.  
**MOTION CARRIED** 16-0.

Question was raised about how to use ACTION or INFORMATION on an agenda item. When there is no action prefer it to say INFORMATION.

- 6.2 Review and approval of Resolution 12-60 authorizing the acceptance of \$2,000,000 to perform the High-Occupancy Vehicle lane (HOV) Hybrid Study on US 101 from Whipple to south of the I-380 interchange.

APPROVED

Board Member Horsley MOVED approval of Item 6.2. Board Member Romero SECONDED.  
**MOTION CARRIED** 12-5. Board Members Kiesel, Keith, Nihart, Grotte, and Matsumoto opposed.

- 6.3 Introduction and Public Hearing for the update of the Airport Land Use Compatibility Plan (ALUCP) for the environs or San Francisco International Airport.

ACTION

- 6.3.1 Presentation, Public Hearing, and introduction of recommendation from the Airport Land Use Committee for adoption of the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

ACTION

- 6.3.2 Presentation, Public Hearing, and introduction of recommendation from the C/CAG Airport Land Use Committee for adoption and certification of the Initial Study and Negative Declaration for the Comprehensive Land Use Plan for the Environs of San Francisco International Airport. ACTION

Board Member Horsley MOVED to close the Public Hearing. Board Member O'Connell SECONDED. **MOTION CARRIED** 17-0.

Board Member Horsley MOVED Item 6.3 to the November C/CAG Board meeting for final adoption. Board Member O'Connell SECONDED. **MOTION CARRIED** 17-0.

- 6.4 Review and approval of a Call for Projects for the One Bay Area Grant Congestion Mitigation and Air Quality (CMAQ) funds consisting of the Bicycle and Pedestrian Improvement Program and Transportation for Livable Communities (TLC) Program. APPROVED

Board Member O'Connell MOVED approval of Item 6.4. Board Member Nihart SECONDED. **MOTION CARRIED** 17-0.

## 7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports).

None.

- 7.2 Chairperson's Report

None.

- 7.3 Board Members Report

None.

## 8.0 EXECUTIVE DIRECTOR'S REPORT

None.

## 9.0 COMMUNICATIONS - Information Only

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## 10.0 CLOSED SESSION

Public Employee Appointment

Title: Executive Director

Nothing to report out of Closed Session

## 11.0 ADJOURN

The meeting adjourned at 8:37 p.m.

# C/CAG AGENDA REPORT

**Date:** November 8, 2012  
**To:** City/County Association of Government Board of Directors  
**From:** Richard Napier, Executive Director  
**Subject:** Update on Regionally Integrated Climate Action Planning Suite (RICAPS) Project  
(For further information, contact Kim Springer at 650-599-1412 or Richard Napier at 650-599-1420)

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## **RECOMMENDATION**

Receive an update on the Regionally Integrated Climate Action Planning Suite (RICAPS) project.

## **FISCAL IMPACT**

Up to \$175,000 of matching funds to grants from the BAAQMD and PG&E.

## **SOURCE OF FUNDS**

Funding for staff work for the completion of deliverables for the BAAQMD and PG&E grants are paid through agreements between C/CAG and the County of San Mateo in FY2010-11 and FY2011-12, and for matching funds to grants, from Congestion Relief Funds.

## **BACKGROUND/DISCUSSION**

### **Grant Funding:**

On September 16, 2010, the C/CAG Board adopted a Resolution No. 10-53, giving the Chair authority to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000 to complete a CAP template project for the cities in San Mateo County and Cupertino. On March 10, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization No. 2500458103 between C/CAG and PG&E for \$125,000.

The total grant funding for RICAPS is \$175,000, and with C/CAG's commitment to match funds, the total project budget is \$350,000. There are additional costs, currently \$100,000 for county staff support for the project. The two resolutions associated with the staff services agreements with the County of San Mateo, Department of Public Works are Resolution No.11-35 for \$25,000 with the agreement dates June 9, 2012 and Resolution No.12-08 for \$75,000 with the agreement dated February 21, 2012.

### **Contractor Agreements, KEMA:**

There are two agreements that have been completed with DNV KEMA Energy and Sustainability (formerly KEMA Services, Inc.), with resolution adopted by the C/CAG Board. The first agreement, with an already completed scope of work, was authorized by the C/CAG Board on November 18, 2010, Resolution No. 10-61 for \$49,500. This scope of work for this agreement covered the writing of the Climate Action Plan template Document and the List of Measures,

**ITEM 5.2**

along with measure worksheets and included a cost-benefit analysis for each measure on the list.

The second agreement was authorized by the C/CAG Board on September 8, 2011 by Resolution No. 11-51 for \$60,000 for technical support services to five cities and C/CAG for climate action plan development. An amendment to this agreement, adding \$30,000 is being presented at the current, November 8, 2012 meeting.

#### Contractor Agreement, Hara Software:

An agreement with Hara Software was authorized by the C/CAG Board under Resolution No. 11-39, for \$200,000 for licensing of their energy and emissions tracking software tool. The eventual contract was for less: approximately \$30,000 for customization and training, and \$45,000 for the annual subscription fee.

#### Progress Update:

The following portions of the project/grants have been completed:

- A Climate Action Plan (CAP) Template Document: that any city in San Mateo County (or in the world really), can use to write their climate action plan. The document includes all the elements required by the BAAQMD to satisfy CEQA requirements for a defensible CAP,
- A Menu of Measures, each with a Measure Worksheet and Cost-Benefit Analysis: the a city can use to choose measures that apply to their city. The menu allows a city to prioritize viable measures, based on cost, level of greenhouse gas emission reductions, or other factors a city might prioritize,
- A User's Manual: a set of basic instructions of how the RICAPS suite of tools works together to facilitate a completed CAP,
- A forecasting spreadsheet, customized for San Mateo County cities, that can establish a business-as-usual forecast for future emissions,
- Integration of the Hara Software tool: giving every city in San Mateo County access to a system which will eventually receive energy utility data for their city facilities on a monthly basis. The software also integrates the climate action planning measures and forecasting is also soon to be incorporated. As a city applies their measures into Hara, is automatically attached the emission reduction to the source of emissions, helping the city reach its emission reduction target.

#### Data Integration:

Both PG&E and Hara have potential systems for integrating utility data from PG&E into the Hara tool automatically. Discussions are in process about which option is most secure, dependable and cost effective. We hope to have this resolved by the end of January 2013.

Current version of the RICAPS documents, measures list and user's manual, can be found on the San Mateo County Energy Watch website: [www.smcenergywatch.com](http://www.smcenergywatch.com) under the climate action tab.

#### Monthly Meetings:

C/CAG staff hold monthly meetings with cities to help them along with the process of developing their CAPs and attendance has been approximately 22 people per meeting, representing approximately 10 cities at each meeting. DNV KEMA consulting staff attend the meetings, which also include presentations relevant to the stage of the CAP development process that cities are in.

### City Participation:

Fourteen cities in San Mateo County and two cities in Santa Clara County are currently using RICAPS. The following is a list of cities and how they are participating in RICAPS:

Eleven cities using RICAPS to develop new draft climate action plans:

- Atherton – in progress
- Belmont – in progress
- Colma – nearly finished
- Foster City- nearly finished
- Millbrae – in progress
- Pacifica – completed draft
- Portola Valley – in progress
- San Bruno – completed draft
- San Mateo – considering using RICAPS to update their existing CAP
- Woodside – in progress
- Cupertino – in progress

Five cities are integrating into RICAPS online tool to track their exiting CAP:

- Burlingame
- Hillsborough
- Redwood City
- South San Francisco
- Los Altos Hills

Two additional cities planning to use RICAPS online tool but haven't started the process yet:

- Menlo Park
- San Carlos

In addition, C/CAG is in the process of developing its Countywide Transportation CAP. The CAP will include many of the existing programs that C/CAG promotes across San Mateo County. The draft list of measures under consideration are provided as an attachment to this staff report.

### Outside Agency Support:

C/CAG staff continue to resolve issues related to the RICAPS model, which is unique in the State of California. The Governor's Office of Planning Research (OPR), the BAAQMD and the State Attorney General's Office, for a long time have recognized the fallacy that exists in a lot of CAPs, that cities include transportation measures, for which they have no control.

For this reason, especially the OPR, is following progress on RICAPS to see how we resolve issues related to CEQA and Tiering, the ability of future development to "tier" the GHG emissions portion of its EIR, but linking the project design to measures in a cities' CAP.

### Attachments

Climate Action Plan – Countywide Transportation

CLIMATE ACTION PLAN - COUNTYWIDE TRANSPORTATION (DRAFT)

10/30/2012

No.	Measure	Program/Project	Performance	Data Source
1	Shuttles	TFCA. CRP, RRP, Lifeline, others	No. of Shuttles Ridership Miles Traveled Average Passenger Miles	Alliance SamTrans Service providers BAAQMD (calc for GHG)
2	Transit	SamTrans, Caltrain (SM Co.) BART (SM Co.) BRT	Annual Passenger Miles Ridership Accessibility Effectiveness No. of Trains	SamTrans CalTrain BART
3	Bicycling and Pedestrian	Countywide Bikeway Network Safe Routes to Schools Complete Streets Bike Share	Miles of Bikeway No. of Projects No. of Bicyclists, Pedestrians No. of People Using Facilities	Cities, C/CAG, COE Bike/Ped Counts & Surveys Student/Parent Surveys (SR2S)
4	Traffic Congestion Management	Ramp Metering Signal Interconnect/Coordination Signal Coordination Other capital projects	Qty/No of Systems Implemented Travel Time Traffic Counts MPH, Other?	Cities Caltrans C/CAG
5	CMP Roadway Network	LS&R Highways	Travel Time Traffic Counts	C/CAG Biennial Monitoring
6	Vehicle Options	Alternate Fuel Vehicles Car Share / Ride Share Programs	No. of Vehicles No. of Participants	DMV - Motive Power 511, Alliance, ZipCar, others
7	Transit Oriented Housing	TOD (ECR) Incentive Program Housing Near Transit First Mile/Last Mile Parking reduction incentives	No. of Residential Units on ECR Located near Transit  Reduced parking	Cities, CCAG
8	Workplace	Telecommuting	No. of Employees Telecommuting Frequency	Employer Surveys Employee Surveys 511
9	Caltrain Electrification		GHG Reduction	Caltrain
10	Pre-tax Commuter Benefits	Local/County vs. State Initiatives	Benefits provided	

## C/CAG AGENDA REPORT

Date: November 11, 2012  
TO: C/CAG Board of Directors  
From: Richard Napier, Executive Director - C/CAG  
Subject: Review and approval of the 2013 C/CAG Board calendar.

(For further information or response to question's, contact Richard Napier at 650 599-1420)

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### **Recommendation:**

Review and approve the 2013 schedule for the monthly Board meetings.

### **Fiscal Impact:**

None.

### **Background/Discussion:**

The following schedule for the 2013 Board meetings is proposed:

January 10	July - No meeting scheduled
February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12



# C/CAG AGENDA REPORT

**Date:** November 8, 2012  
**To:** City/County Association of Government Board of Directors  
**From:** Richard Napier, Executive Director  
**Subject:** Review and Approval of Resolution No. 12-63 authorizing the C/CAG Chair to Execute Amendment No. 1 to an existing Agreement between C/CAG and DNV KEMA, adding \$30,000 for Consulting Services for Climate Action Planning Technical Support for a total Not to Exceed Amount of \$90,000.  
  
(For further information, contact Kim Springer at 650-599-1412 or Richard Napier at 650-599-1420)

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## **RECOMMENDATION**

Adopt Resolution No. 12-63 authorizing the C/CAG Chair to Execute Amendment No. 1 of an existing Agreement between C/CAG and DNV KEMA, adding \$30,000 for Consulting Services for Climate Action Planning Technical Support for a total Not to Exceed Amount of \$90,000.

## **FISCAL IMPACT**

Increased from \$30,000 to \$45,000 potential matching cost for this Agreement.

## **SOURCE OF FUNDS**

The cost of the technical support contract is paid for in part by a grant from PG&E (up to \$60,000). Matching funding, per an existing agreement with PG&E, comes from San Mateo Congestion Relief Plan funds.

Funding for staff work for the completion of the CAP Template project and deliverables for the PG&E grant is paid through agreements between C/CAG and the County of San Mateo in FY2011-12, from Congestion Relief Plan funds.

## **BACKGROUND/DISCUSSION**

On March 10, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization (Grant) No. 2500458103 between C/CAG and PG&E for \$125,000 to support development of a climate action planning suite of tools.

On June 9, 2011, the C/CAG Board received a presentation on the CAP template project, which included the scopes of work, specifics on the deliverables associated with the aforementioned grant, and timeline for the project.

On August 11, 2011, the C/CAG Board adopted Resolution No. 11-39, authorizing the C/CAG Chair to execute an agreement with Hara Software, Inc. (Hara) for climate action planning (CAP) software for an amount not to exceed \$200,000.

ITEM 5.4

Resolution 10-61, authorizing the C/CAG chair to execute an agreement between C/CAG and KEMA, for consulting services to write a CAP template document and to develop planning measures, was adopted by the C/CAG Board on November 18, 2010.

An additional agreement was authorized by the C/CAG Board, by Resolution No. 11-51, for an amount not to exceed \$60,000 for technical support for C/CAG and five (5) cities to complete climate action plans.

This amendment to the previous technical support agreement adds \$30,000, for a total agreement amount of \$90,000. The scope of work in the original agreement did not include staff time for KEMA staff to attend and present at the countywide working group meetings that were established shortly after KEMA's technical support work began. C/CAG staff decided that KEMA's involvement at the meetings was critical to moving the projects forward. In addition, though the effort has been aimed at five cities' and C/CAG's climate action plans, other cities have also been served by KEMA and C/CAG staff in anticipation of their interest in completing a climate action plan by year end.

Resolution No. 12-63, Amendment No. 1 to the Agreement, and the Revised Scope of Work, identified as Exhibit B to the agreement, are attached to this staff report for your review.

#### **Attachments**

Resolution No. 12-63  
Amendment No. 1 to the Agreement  
Revised Scope of Work - Exhibit B

**RESOLUTION NO. 12-63**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 TO AN EXISTING AGREEMENT BETWEEN C/CAG AND DNV KEMA, ADDING \$30,000 FOR CONSULTING SERVICES FOR CLIMATE ACTION PLANNING TECHNICAL SUPPORT FOR A TOTAL NOT TO EXCEED AMOUNT OF \$90,000**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

**WHEREAS**, C/CAG has entered into two grant agreements by action of the C/CAG Board: on September 16, 2010, by adopting Resolution No. 10-53, giving the Chair authority to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000, and on March 10, 2011, adopting Resolution No. 11-11 for a PG&E Contract Work Authorization (Grant) No. 2500458103 between C/CAG and PG&E for \$125,000, to complete a CAP template project for the cities in San Mateo County and Cupertino; and

**WHEREAS**, C/CAG desires to obtain additional services from DNV KEMA Energy and Sustainability (KEMA) for meeting attendance and coordination related to technical assistance to cities in San Mateo County for the aforementioned CAP template project; and

**WHEREAS**, C/CAG staff has been provided a revised scope of work for the additional services;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to Execute Amendment No. 1 to an existing Agreement between C/CAG and DNV KEMA, adding \$30,000 for Consulting Services for Climate Action Planning Technical Support for a total Not to Exceed Amount of \$90,000.

The C/CAG Board also authorizes the following:

- 1- Authorize the C/CAG Executive Director and Legal Counsel to negotiate the final agreement.

**PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF NOVEMBER, 2012.**

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*Bob Grassilli, Chair*



AMENDMENT NO. 1

AGREEMENT BETWEEN

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
DNV KEMA ENERGY AND SUSTAINABILITY

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as "C/CAG") and DNV KEMA Energy and Sustainability (hereinafter referred to as "Contractor") entered into an Agreement for Technical Assistance to Five Cities in San Mateo County and to C/CAG in Support of the Climate Action Plan Template and Calculation Methodologies project, now called RICAPS (the "Original Agreement"); and,

WHEREAS, the parties wish to amend the Original Agreement, adding \$30,000 for a new total maximum amount of the Agreement of \$90,000;

IT IS HEREBY AGREED by C/CAG and Contractor that the Original Agreement and Scope of Work are hereby revised and amended as follows:

- 1. Section 1, Services to be provided by Contractor., is revised to read as follows:

Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services describe in Exhibit B, attached hereto (the "Services"). All Services are to be performed and completed by December 31, 2012.

- 2. Section 2, Payments, first sentence is revised to read as follows:

Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Consultant on a time and materials basis based on the cost rates set forth in Exhibit B, up to a maximum amount of ninety thousand (\$90,000) for Services provided during the Contract Term as set forth below.

- 3. Except as specified herein, the provisions of the Original Agreement shall remain in full force and effect.

- 4. This Amendment No. 1 shall take effect upon signature by all parties.

DNV KEMA  
Energy and Sustainability(Contractor)

CITY/COUNTY ASSOCIATION OF  
GOVERNMENTS OF SAN MATEO COUNTY

By: \_\_\_\_\_  
Andrea Traber, Principal

By: \_\_\_\_\_  
Bob Grassilli, C/CAG Chair

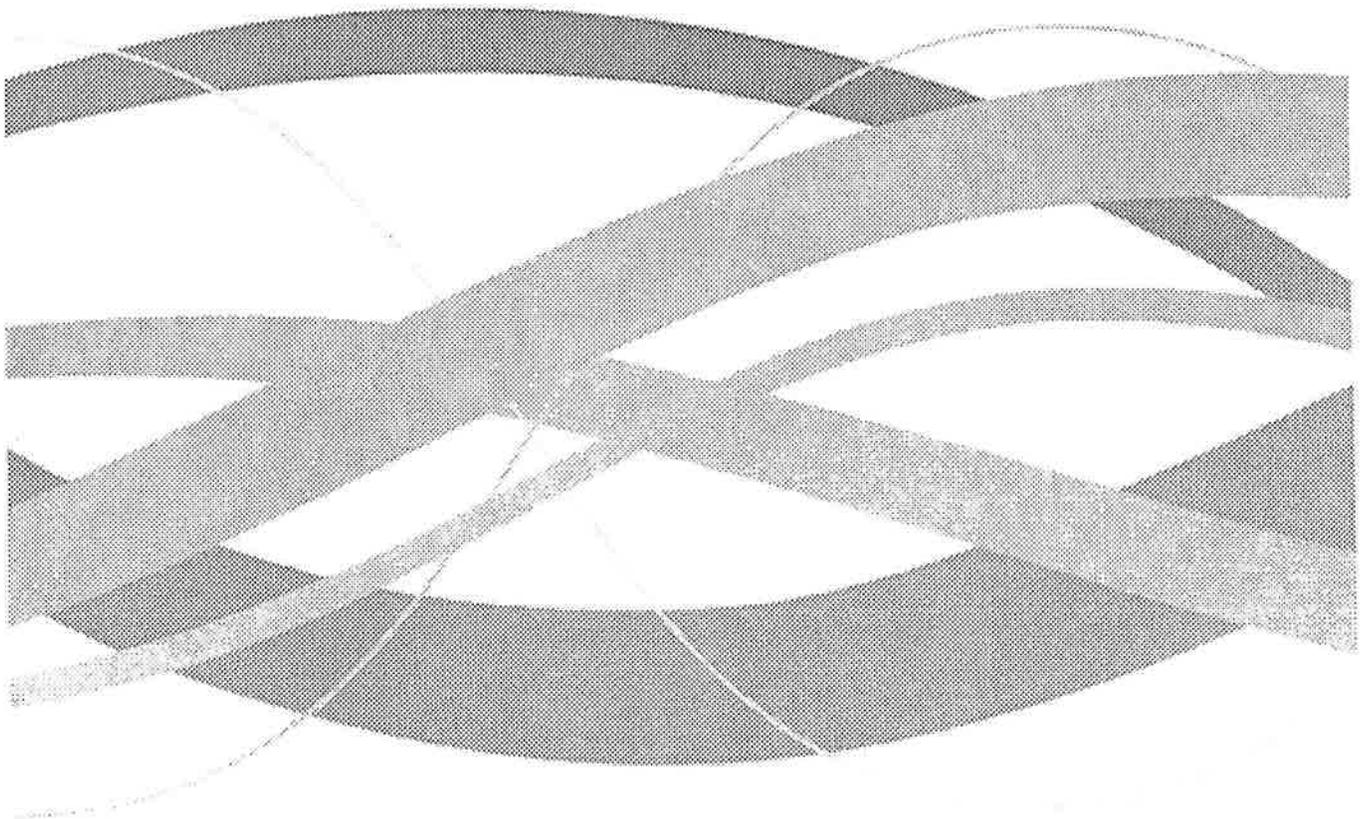
Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Climate Action Plan Technical Assistance Project Cost Proposal for Additional Scope of Work

October 29, 2012





October 29, 2012

Mr. Richard Napier  
Executive Director  
City/County Association of Governments  
County Office Building  
555 County Center  
Fifth Floor  
Redwood City, CA 94063

Re: C/CAG of San Mateo County Climate Action Plan Technical Assistance Project;  
Additional Scope of Work

Dear Mr. Napier,

Based on a recent telephone conversation with Kim Springer, DNV KEMA Energy & Sustainability (formerly KEMA Services, Inc.) is providing an additional scope of work (SOW) and cost estimate to the City/County Association of Governments (C/CAG) of San Mateo County to provide technical assistance for several cities and the C/CAG in developing climate action plans (CAPs) using the Regionally Integrated Climate Action Planning Suite (RICAPS) tools. The enclosed SOW focuses specifically on work completed or to be completed that was not included in the previously submitted and approved SOW for Technical Assistance.

We look forward to hearing back from you and continuing our work on climate action planning projects with the C/CAG.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrea Traber".

Andrea Traber, Principal

DNV KEMA Energy & Sustainability

**RESOLUTION NO. 12-67**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY ADOPTING THE NEGATIVE DECLARATION FOR THE SAN  
FRANCISCO INTERNATIONAL AIRPORT - AIRPORT LAND USE  
COMPATIBILITY PLAN**

**WHEREAS**, the Board of the City/County Association of Governments of San Mateo County (C/CAG) has been designated as the Airport Land Use Commission for the public use airports in San Mateo County; and

**WHEREAS**, C/.CAG, in its role as the Airport Land Use Commission, is required to prepare and adopt an airport land use compatibility plan (ALUCP) for each public use airport and the areas surrounding such airport within San Mateo County, to provide for the orderly growth of the airport and safeguard the general welfare of the public (Public Utilities Code, §§21674(c) and 21675(a)); and

**WHEREAS**, ALUCPs are the fundamental tool used by airport land use commissions in fulfilling their purpose of promoting airport land use compatibility; and

**WHEREAS**, C/CAG is required to be guided by information in the *California Airport Land Use Planning Handbook*, State of California, Department of Transportation, Division of Aeronautics (*Caltrans Handbook*, latest edition published in October 2011) in preparing ALUCPs (Public Utilities Code, §21674.7(a); and

**WHEREAS**, in December 1996, C/CAG adopted the *San Mateo County Comprehensive Airport Land Use Plan* (CLUP) for Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport; and

**WHEREAS**, following extensive coordination among C/CAG staff, the C/CAG Airport Land Use Committee, local municipalities, and the San Francisco International Airport staff, C/CAG has prepared an ALUCP for San Francisco International Airport that is consistent with the overall objectives of the State Aeronautics Act and generally consistent with the guidance provided by the *Caltrans Handbook*; and

**WHEREAS**, the Initial Study prepared to evaluate the potential environmental impacts of the proposed San Francisco International Airport ALUCP showed that there is no substantial evidence, in light of the whole record, that the proposed ALUCP may have a significant effect on the environment; and

**WHEREAS**, based on the Initial Study and consistent with the California Environmental Quality Act (CEQA) (Public Resources Code, §§ 21000 *et seq.*) and the CEQA Guidelines (California Code of Regulations, Title 14, §§ 15000 *et seq.*), a proposed Negative Declaration was prepared to

document the reasons in support of the finding that the proposed ALUCP would not have a significant effect on the environment; and

**WHEREAS**, in accordance with CEQA and the CEQA Guidelines, C/CAG prepared a Notice of Intent (NOI) to Adopt a Negative Declaration for the San Francisco International Airport ALUCP, which provided notice (i) of C/CAG's intent to adopt a Negative Declaration for the proposed ALUCP, (ii) that C/CAG would receive public comments for a 45-day period, beginning on July 9, 2012 and concluding on August 23, 2012, and (iii) of the locations where copies of the Initial Study and Negative Declaration were available for review, including C/CAG's website and various public libraries; and

**WHEREAS**, on July 9, 2012, C/CAG transmitted copies of the NOI to interested individuals, organizations, agencies, and the affected land use jurisdictions (*i.e. Burlingame, Millbrae, San Bruno, South San Francisco, Daly City, and Brisbane*); and

**WHEREAS**, on July 11 and 12, 2012, C/CAG published a copy of the NOI in the San Mateo County Times; and

**WHEREAS**, C/CAG received comments on the Initial Study and proposed Negative Declaration for the San Francisco International Airport ALUCP from local agencies and the San Francisco International Airport staff; and

**WHEREAS**, C/CAG prepared written responses to all comments received on the Initial Study and proposed Negative Declaration during the comment period; and

**WHEREAS**, on September 27, 2012, C/CAG made available for public review (i) minor revisions to the Initial Study and proposed Negative Declaration (as necessitated by or in response to comments received;) (ii) comments received during the public comment period, and (iii) responses to public comments on the Initial Study and proposed Negative Declaration; and

**WHEREAS**, C/CAG held a duly noticed public hearing on October 11, 2012 to receive and consider public testimony with respect to the proposed San Francisco International Airport ALUCP and the completeness and adequacy of the Initial Study and proposed Negative Declaration for the proposed ALUCP; and

**WHEREAS**, C/CAG has reviewed the CEQA documentation for the San Francisco International Airport ALUCP, and, using its independent judgment and analysis, has determined that, on the basis of the whole record before it, there is no substantial evidence that the proposed ALUCP may have a significant impact on the environment; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board, acting as the Airport Land Use Commission for San Mateo County, finds that:

(i) The Initial Study and Negative Declaration have been prepared and completed in compliance with CEQA; and

(ii) On the basis of the whole record before it, that there is no substantial evidence that the San

Francisco International Airport ALUCP may have a significant effect on the environment; and

(iii) No substantial evidence has been presented which would call into question the facts and conclusions in the Initial Study and Negative Declaration or require that the Initial Study and/or Negative Declaration be reexamined; and

(iv) Significant new information has not been added to the Initial Study and Negative Declaration since circulation of the draft Initial Study and Negative Declaration such that recirculation for additional public review is necessary; and

(v) The Negative Declaration reflects C/CAG's independent review, judgment and analysis; and

(vi) The Negative Declaration serves as adequate, complete and appropriate environmental documentation for the San Francisco International Airport ALUCP; and

**BE IT FURTHER RESOLVED** that this Board, acting as the Airport Land Use Commission for San Mateo County, adopts the Negative Declaration for the San Francisco International Airport ALUCP, as described in this Resolution and in the companion Resolution for ALUCP adoption (Resolution No. 12-66), and further directs prompt filing of a Notice of Determination for the San Francisco International Airport ALUCP; and

**BE IT FUTHER RESOLVED** that this Board action is not a "development" as defined by the California Coastal Act, Public Resources Code § 30106.

**PASSED, ADOPTED AND APPROVED** by the Board of the City/County Association of Governments of San Mateo County (C/CAG), acting in its capacity as the Airport Land Use Commission for San Mateo County, on November 8, 2012.

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*Bob Grassilli, Chair*

APPROVED AS TO FORM:

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Inga Lintvedt



## C/CAG AGENDA REPORT

Date: November 8, 2012  
TO: C/CAG Board of Directors  
From: Greg Rothaus, Abandoned Vehicle Abatement Program Manager  
Subject: Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance.

(For further information or response to questions, contact Greg Rothaus at 650-802-4223 or Richard Napier at 650-599-1420)

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### **Recommendation:**

Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance in accordance with the staff recommendation.

### **Fiscal Impact:**

\$22,955 - Funds returned to the State.

### **Source of Revenue:**

\$1 Motor Vehicle Fee for Abandoned Vehicle Abatement.

### **Background:**

C/CAG has acted as the Abandoned Vehicle Abatement Service Authority for San Mateo County since its inception in FY 93-94. This provided approximately \$670K a year for towing and abating abandoned vehicles. The funds go to the participating police/ sheriff departments. Seventeen cities and the County participate in the program (see the attached Abandoned Vehicle Abatement Service Authority for the list of participants).

The Abandoned Vehicle Abatement Fee is required to be reauthorized every 10 years and is set to expire in San Mateo County in May 2013. The C/CAG Attorney has determined that an extension of this fee in San Mateo County past this expiration date would require a majority vote of the people due to regulations put in place in 2010 by the passage of Proposition 26 (Supermajority required to pass new taxes and fees Act). The law reads that Proposition 26 also applies to extensions of current taxes. Therefore, the County of San Mateo did not request that the Department of Motor Vehicles extend the fee past the May 2013 expiration date.

ITEM 6.3

## C/CAG AGENDA REPORT

**Date:** November 8, 2012

**To:** C/CAG Board of Directors

**From:** Richard Napier, Executive Director

**Subject:** Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified)

(For further information or questions contact Richard Napier at 599-1420 or Sandy Wong at 599-1409)

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### **BACKGROUND/DISCUSSION**

At the October 11, 2012 C/CAG Board of Directors meeting, the Board received a presentation from the Bay Area Water Supply and Conservation Agency (BAWSCA) Chief Executive Officer regarding the proposal to drain Hetch Hetchy Reservoir. At that meeting, the Board requested for an agenda item to discuss the subject matter and to consider a C/CAG position.

## C/CAG AGENDA REPORT

Date: November 8, 2012  
TO: C/CAG Board of Directors  
From: Richard Napier - Executive Director, C/CAG  
Subject: Approval of Resolution 12-66 adopting the Negative Declaration for the San Francisco International Airport - Airport Land Use Compatibility Plan.

(For further information or response to questions, contact Richard Napier at 650 599-1420)

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### **Recommendation:**

Approval of Resolution 12-66 adopting the Negative Declaration for the San Francisco International Airport - Airport Land Use Compatibility Plan in accordance with the staff recommendation.

### **Fiscal Impact:**

None on an on-going basis. The cost of implementation of the Comprehensive Land Use Plan for the Environs of San Francisco International Airport is a function of the number of consistency reviews performed annually. Approximately \$25-50,000 annually and \$4,000 to \$8,000 per consistency review.

### **Source of Revenue:**

Funding is provided in the adopted C/CAG Budget under the General Fund. Staff is pursuing funding from the airport operators and other sources to reduce the funding necessary from the General Fund.

### **Background:**

C/CAG as the Airport Land Use Commission for San Mateo County is responsible for developing an Airport Land Use Compatibility Plan (ALUCP) for all four airports in San Mateo County. These airports include San Francisco International Airport (SFIA), Half Moon Bay, San Carlos, and Palo Alto (shared with Santa Clara County Airport Land Use Commission). These plans must be developed consistent with the California Department of Transportation Division of Aeronautics *Airport Land Use Planning Handbook*, 2011. Because the update of the ALUCP was partially funded by a grant from the Federal Aviation Administration (FAA), the plan update process also must comply with Federal guidance. The ALUCP for all four airports are outdated. C/CAG has begun updating the ALUCP. The first ALUCP to be updated is for San Francisco International Airport.

ITEM 6.2.1



C/CAG hired Jacobs Consultancy, which subcontracted with Ricondo & Associates, Inc., to develop the ALUCP for SFIA. In addition to the FAA grant, C/CAG received grants from the California Division of Aeronautics, and SFIA to update the ALUCP for San Francisco International Airport. This update was initiated in 2008. It was delayed due to FAA approval of updated noise contours, delay in completing the Aeronautics Handbook 2011, and approval of the Runway Safety Area Program at SFIA. A draft Final of the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport is completed and available online at the C/CAG website at . [www.ccag.ca.gov/aluc.html](http://www.ccag.ca.gov/aluc.html) .

The California Environmental Quality Act (CEQA) requires C/CAG to do an Initial Study and Negative Declaration for the Comprehensive Land Use Plan for the Environs of San Francisco International Airport. At the June 26, 2012 Airport Land Use Committee (ALUC) meeting the Draft of the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport was approved. The Initial Study and Negative Declaration for the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport was developed. The CEQA document and ALUCP were noticed and distributed for comments. ALUC received verbal and written comments at the August 23, 2012 ALUC meeting. These comments were considered in making the draft Final documents. A Public Hearing was held at the October 11, 2012 C/CAG Board Meeting. There were no public comments received . The next step is to adopt the Negative Declaration for the San Francisco International Airport - Airport Land Use Compatibility Plan.

C/CAG staff recommends approval of Approval of Resolution 12-66 Adopting the Negative Declaration for the San Francisco International Airport - Airport Land Use Compatibility Plan.

**Airport Land Use Compatibility Plan:**

Approval of Resolution 12-67 Adopts the Airport Land Use Compatibility Plan for San Francisco International Airport.

**ALUC Recommendation:**

At the September 27, 2012 ALUC meeting a recommendation was made from the C/CAG Airport Land Use Committee for adoption and certification by the C/CAG Board (Airport Land Use Commission) of the Initial Study and Negative Declaration for the Comprehensive Land Use Plan for the Environs of San Francisco International Airport.

**Attachments:**

Resolution 12-66

Comprehensive Land Use Compatibility Plan for the Environs of San Francisco International Airport (Not included in Packet)

Initial Study and Negative Declaration for the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (Not Included in Packet)

**Document Availability:**

Go to [www.ccag.ca.gov/plans\\_reports.html](http://www.ccag.ca.gov/plans_reports.html)  
[www.ccag.ca.gov/aluc.html](http://www.ccag.ca.gov/aluc.html)



**RESOLUTION NO. 12-66**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY ADOPTING THE NEGATIVE DECLARATION FOR THE SAN  
FRANCISCO INTERNATIONAL AIRPORT - AIRPORT LAND USE  
COMPATIBILITY PLAN**

**WHEREAS**, the Board of the City/County Association of Governments of San Mateo County (C/CAG) has been designated as the Airport Land Use Commission for the public use airports in San Mateo County; and

**WHEREAS**, C/CAG, in its role as the Airport Land Use Commission, is required to prepare and adopt an airport land use compatibility plan (ALUCP) for each public use airport and the areas surrounding such airport within San Mateo County, to provide for the orderly growth of the airport and safeguard the general welfare of the public (Public Utilities Code, §§21674(c) and 21675(a)); and

**WHEREAS**, ALUCPs are the fundamental tool used by airport land use commissions in fulfilling their purpose of promoting airport land use compatibility; and

**WHEREAS**, C/CAG is required to be guided by information in the *California Airport Land Use Planning Handbook*, State of California, Department of Transportation, Division of Aeronautics (*Caltrans Handbook*, latest edition published in October 2011) in preparing ALUCPs (Public Utilities Code, §21674.7(a)); and

**WHEREAS**, in December 1996, C/CAG adopted the *San Mateo County Comprehensive Airport Land Use Plan* (CLUP) for Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport; and

**WHEREAS**, following extensive coordination among C/CAG staff, the C/CAG Airport Land Use Committee, local municipalities, and the San Francisco International Airport staff, C/CAG has prepared an ALUCP for San Francisco International Airport that is consistent with the overall objectives of the State Aeronautics Act and generally consistent with the guidance provided by the *Caltrans Handbook*; and

**WHEREAS**, the Initial Study prepared to evaluate the potential environmental impacts of the proposed San Francisco International Airport ALUCP showed that there is no substantial evidence, in light of the whole record, that the proposed ALUCP may have a significant effect on the environment; and

**WHEREAS**, based on the Initial Study and consistent with the California Environmental Quality Act (CEQA) (Public Resources Code, §§ 21000 *et seq.*) and the CEQA Guidelines (California Code of Regulations, Title 14, §§ 15000 *et seq.*), a proposed Negative Declaration was

prepared to document the reasons in support of the finding that the proposed ALUCP would not have a significant effect on the environment; and

**WHEREAS**, in accordance with CEQA and the CEQA Guidelines, C/CAG prepared a Notice of Intent (NOI) to Adopt a Negative Declaration for the San Francisco International Airport ALUCP, which provided notice (i) of C/CAG's intent to adopt a Negative Declaration for the proposed ALUCP, (ii) that C/CAG would receive public comments for a 45-day period, beginning on July 9, 2012 and concluding on August 23, 2012, and (iii) of the locations where copies of the Initial Study and Negative Declaration were available for review, including C/CAG's website and various public libraries; and

**WHEREAS**, on July 9, 2012, C/CAG transmitted copies of the NOI to interested individuals, organizations, agencies, and the affected land use jurisdictions (*i.e. Burlingame, Millbrae, San Bruno, South San Francisco, Daly City, and Brisbane*); and

**WHEREAS**, on July 11 and 12, 2012, C/CAG published a copy of the NOI in the San Mateo County Times; and

**WHEREAS**, C/CAG received comments on the Initial Study and proposed Negative Declaration for the San Francisco International Airport ALUCP from local agencies and the San Francisco International Airport staff; and

**WHEREAS**, C/CAG prepared written responses to all comments received on the Initial Study and proposed Negative Declaration during the comment period; and

**WHEREAS**, on September 27, 2012, C/CAG made available for public review (i) minor revisions to the Initial Study and proposed Negative Declaration (as necessitated by or in response to comments received;) (ii) comments received during the public comment period, and (iii) responses to public comments on the Initial Study and proposed Negative Declaration; and

**WHEREAS**, C/CAG held a duly noticed public hearing on October 11, 2012 to receive and consider public testimony with respect to the proposed San Francisco International Airport ALUCP and the completeness and adequacy of the Initial Study and proposed Negative Declaration for the proposed ALUCP; and

**WHEREAS**, C/CAG has reviewed the CEQA documentation for the San Francisco International Airport ALUCP, and, using its independent judgment and analysis, has determined that, on the basis of the whole record before it, there is no substantial evidence that the proposed ALUCP may have a significant impact on the environment; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board, acting as the Airport Land Use Commission for San Mateo County, finds that:

(i) The Initial Study and Negative Declaration have been prepared and completed in compliance with CEQA; and

(ii) On the basis of the whole record before it, that there is no substantial evidence that the

San Francisco International Airport ALUCP may have a significant effect on the environment; and

(iii) No substantial evidence has been presented which would call into question the facts and conclusions in the Initial Study and Negative Declaration or require that the Initial Study and/or Negative Declaration be reexamined; and

(iv) Significant new information has not been added to the Initial Study and Negative Declaration since circulation of the draft Initial Study and Negative Declaration such that recirculation for additional public review is necessary; and

(v) The Negative Declaration reflects C/CAG's independent review, judgment and analysis; and

(vi) The Negative Declaration serves as adequate, complete and appropriate environmental documentation for the San Francisco International Airport ALUCP; and

**BE IT FURTHER RESOLVED** that this Board, acting as the Airport Land Use Commission for San Mateo County, adopts the Negative Declaration for the San Francisco International Airport ALUCP, as described in this Resolution and in the companion Resolution for ALUCP adoption (Resolution No. 12-67), and further directs prompt filing of a Notice of Determination for the San Francisco International Airport ALUCP; and

**BE IT FURTHER RESOLVED** that this Board action is not a "development" as defined by the California Coastal Act, Public Resources Code § 30106.

**PASSED, ADOPTED AND APPROVED** by the Board of the City/County Association of Governments of San Mateo County (C/CAG), acting in its capacity as the Airport Land Use Commission for San Mateo County, on November 8, 2012.

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*Bob Grassilli, Chair*

APPROVED AS TO FORM:

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Inga Lintvedt



## C/CAG AGENDA REPORT

Date: November 8, 2012  
TO: C/CAG Board of Directors  
From: Richard Napier - Executive Director, C/CAG  
Subject: Approval of Resolution 12-67 Adopting the Airport Land Use Compatibility Plan for San Francisco International Airport.

(For further information or response to questions, contact Richard Napier at 650 599-1420)

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### **Recommendation:**

Approval of Resolution 12-67 Adopting the Airport Land Use Compatibility Plan for San Francisco International Airport in accordance with the staff recommendation.

### **Fiscal Impact:**

Function of the number of consistency reviews performed annually. Approximately \$25-50,000 annually and \$4,000 to \$8,000 per consistency review.

### **Source of Revenue:**

Funding is provided in the adopted C/CAG Budget under the General Fund. Staff is pursuing funding from the airport operators and other sources to reduce the funding necessary from the General Fund.

### **Background:**

C/CAG as the Airport Land Use Commission for San Mateo County is responsible for developing an Airport Land Use Compatibility Plan (ALUCP) for all four airports in San Mateo County. These airports include San Francisco International Airport (SFIA), Half Moon Bay, San Carlos, and Palo Alto (shared with Santa Clara County Airport Land Use Commission). These plans must be developed consistent with the California Department of Transportation Division of Aeronautics *Airport Land Use Planning Handbook*, 2011. Because the update of the ALUCP was partially funded by a grant from the Federal Aviation Administration (FAA), the plan update process also must comply with Federal guidance. The ALUCP for all four airports are outdated. C/CAG has begun updating the ALUCP. The first ALUCP to be updated is for San Francisco International Airport.

C/CAG hired Jacobs Consultancy, which subcontracted with Ricondo & Associates, Inc., to develop the ALUCP for SFIA. In addition to the FAA grant, C/CAG received grants from the California Division of Aeronautics, and SFIA to update the ALUCP for San Francisco

ITEM 6.2.2

International Airport. This update was initiated in 2008. It was delayed due to FAA approval of updated noise contours, delay in completing the Aeronautics Handbook 2011, and approval of the Runway Safety Area Program at SFIA. A draft Final of the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport is completed and available online at the C/CAG website at . [www.ccag.ca.gov/aluc.html](http://www.ccag.ca.gov/aluc.html) .

A Public Hearing was held at the October 11, 2012 C/CAG Board Meeting. There were no public comments received. The Board requested that the Brisbane Noise Monitoring station be shown on the noise contour map which has been corrected. The next step is to approve the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

C/CAG staff recommends approval of Resolution 12-67 Adopting the Airport Land Use Compatibility Plan for San Francisco International Airport.

**Negative Declaration:**

Approval of Resolution 12-66 adopts the Negative Declaration for the San Francisco International Airport - Airport Land Use Compatibility Plan.

**ALUC Recommendation:**

The ALUC (Airport Land Use Committee) recommendation to the C/CAG Board (Airport Land Use Commission) is for adoption of the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport .

**Attachments:**

Resolution 12-67

Comprehensive Land Use Compatibility Plan for the Environs of San Francisco International Airport (Not included in Packet)

Initial Study and Negative Declaration for the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (Not Included in Packet)

Document Availability:

Go to [www.ccag.ca.gov/plans\\_reports.html](http://www.ccag.ca.gov/plans_reports.html)  
[www.ccag.ca.gov/aluc.html](http://www.ccag.ca.gov/aluc.html)

**RESOLUTION NO. 12-67**

**A RESOLUTION OF THE BOARD OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) ADOPTING THE AIRPORT LAND USE COMPATIBILITY PLAN FOR SAN FRANCISCO INTERNATIONAL AIRPORT**

**WHEREAS**, the Board of the City/County Association of Governments of San Mateo County (C/CAG) has been designated as the Airport Land Use Commission for the public use airports in San Mateo County; and

**WHEREAS**, C/CAG, in its role as the Airport Land Use Commission, is required to prepare and adopt an airport land use compatibility plan (ALUCP) for each public use airport within San Mateo County to provide for the orderly growth of the airport and safeguard the general welfare of the public (Public Utilities Code, §§21674(c) and 21675(a); and

**WHEREAS**, ALUCPs are the fundamental tool used by airport land use commissions in fulfilling their purpose of promoting airport land use compatibility; and

**WHEREAS**, the ALUC is required to be guided by information in the *California Airport Land Use Planning Handbook*, State of California, Department of Transportation, Division of Aeronautics (*Caltrans Handbook*, latest edition published in October 2011) in preparing ALUCPs (Public Utilities Code, §21674.7(a); and

**WHEREAS**, in December 1996, C/CAG adopted the *San Mateo County Comprehensive Airport Land Use Plan* (CLUP) for Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport; and

**WHEREAS**, following extensive coordination among C/CAG staff, the C/CAG Airport Land Use Committee, local municipalities, and the San Francisco International Airport staff, C/CAG has prepared an ALUCP for San Francisco International Airport that is consistent with the overall objectives of the State Aeronautics Act and generally consistent with the guidance provided by the *Caltrans Handbook*; and

**WHEREAS**, to the extent that the policies in the ALUCP for San Francisco International Airport deviate from the guidance provided in the *Caltrans Handbook*, the policies remain consistent with the purposes of the State Aeronautics Act by:

(i) providing for the orderly development of San Francisco International Airport by considering the long range development plans for the Airport over the next 20 years,

(ii) providing for the orderly development of the area surrounding San Francisco International Airport so as to promote the overall goals and objectives of the California airport noise standards by maintaining land use compatibility policies that are consistent with the state's noise standards,

(iii) providing for the orderly development of the area surrounding San Francisco

International Airport so as to prevent the creation of new noise and safety problems and ensuring that the land use compatibility policies fall within the level of acceptable risk considered to be a community norm in the environs of the Airport,

(iv) protecting the public, health, safety, and welfare by ensuring the orderly expansion of San Francisco International Airport, and

(v) protecting the public health, safety, and welfare by the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports to the extent that these areas are not already devoted to incompatible uses; and

**WHEREAS**, C/CAG provided an opportunity for public comment on the proposed ALUCP for San Francisco International Airport for 45 days, beginning on July 9, 2012 and concluding on August 23, 2012; and

**WHEREAS**, C/CAG provided notice of the opportunity to comment on the proposed ALUCP to interested individuals, organizations, agencies, and the affected land use jurisdictions (*i.e. Burlingame, Millbrae, San Bruno, South San Francisco, Daly City, and Brisbane*); and

**WHEREAS**, C/CAG received comments on the proposed ALUCP from the Caltrans Division of Aeronautics and local agencies; and

**WHEREAS**, C/CAG prepared written responses to all comments received on the proposed ALUCP during the comment period; and

**WHEREAS**, on September 27, 2012, C/CAG made available for public review revisions to the proposed ALUCP, as necessitated by or in response to comments received; (ii) comments received during the public comment period in Appendix K of the revised draft ALUCP; and (iii) letters and emails responding to the comments in Appendix K of the revised draft ALUCP; and

**WHEREAS**, C/CAG, the lead agency for the proposed ALUCP for San Francisco International Airport, also prepared and circulated an Initial Study and proposed Negative Declaration for the ALUCP for San Francisco International Airport in accordance with the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code, §§ 21000 *et seq.*), and the CEQA Guidelines (California Code of Regulations, Title 14, §§ 15000 *et seq.*); and

**WHEREAS**, C/CAG held a duly noticed public hearing on October 11, 2012 to receive and consider public testimony on: (1) the proposed San Francisco International Airport ALUCP policies, (2) the completeness and adequacy of the Initial Study and proposed Negative Declaration, and (3) to provide further direction to C/CAG staff regarding the draft policies; and

**WHEREAS**, San Francisco International Airport and the surrounding environs have unique and distinct characteristics that were considered by C/CAG; and

**WHEREAS**, C/CAG has reviewed the CEQA documentation for the San Francisco International Airport ALUCP, and, using its independent judgment and analysis, has determined

that, on the basis of the whole record before it, there is no substantial evidence that the proposed ALUCP may have a significant impact on the environment; and

**WHEREAS**, on November 8, 2012, the C/CAG Board approved companion Resolution No. 12-66 adopting the Negative Declaration prepared for the proposed San Francisco International Airport ALUCP on the basis of the findings summarized above and more extensively detailed in the companion Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Board, acting as the Airport Land Use Commission for San Mateo County, approves and adopts for implementation the ALUCP for San Francisco International Airport, as described in this Resolution and in the companion Resolution for the Negative Declaration (Resolution No. 12-66), to be effective immediately from the date of this Resolution.

**BE IT FUTHER RESOLVED** that this Board action is not a "development" as defined by the California Coastal Act, Public Resources Code § 30106.

**PASSED, ADOPTED AND APPROVED** by the Board of the City/County Association of Governments of San Mateo County (C/CAG), acting in its capacity as the Airport Land Use Commission for San Mateo County, this 8<sup>th</sup> day of November, 2012.

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*Bob Grassilli, Chair*

APPROVED AS TO FORM:

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Inga Lintvedt



## C/CAG AGENDA REPORT

Date: November 8, 2012  
TO: C/CAG Board of Directors  
From: Greg Rothaus, Abandoned Vehicle Abatement Program Manager  
Subject: Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance.

(For further information or response to questions, contact Greg Rothaus at 650-802-4223 or Richard Napier at 650-599-1420)

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### **Recommendation:**

Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance in accordance with the staff recommendation.

### **Fiscal Impact:**

\$22,955 - Funds returned to the State.

### **Source of Revenue:**

\$1 Motor Vehicle Fee for Abandoned Vehicle Abatement.

### **Background:**

C/CAG has acted as the Abandoned Vehicle Abatement Service Authority for San Mateo County since its inception in FY 93-94. This provided approximately \$670K a year for towing and abating abandoned vehicles. The funds go to the participating police/ sheriff departments. Seventeen cities and the County participate in the program (see the attached Abandoned Vehicle Abatement Service Authority for the list of participants).

The Abandoned Vehicle Abatement Fee is required to be reauthorized every 10 years and is set to expire in San Mateo County in May 2013. The C/CAG Attorney has determined that an extension of this fee in San Mateo County past this expiration date would require a majority vote of the people due to regulations put in place in 2010 by the passage of Proposition 26 (Supermajority required to pass new taxes and fees Act). The law reads that Proposition 26 also applies to extensions of current taxes. Therefore, the County of San Mateo did not request that the Department of Motor Vehicles extend the fee past the May 2013 expiration date.

ITEM 6.3

Prior to 1/1/96 the funds were allocated on a restricted cost reimbursement basis. This resulted in the build-up of approximately \$450K in un-programmed balance as of the end of FY 95-96. These funds are allowed to be programmed. Revenue received after 1/1/96 must all be spent or the balance returned to the State. Attached is an Abandoned Vehicle Abatement Prior to 1/1/96 Analysis. This identifies an FY 95-96 value of \$452,592 for the prior to 1/1/96 funds. The present value of the prior to 1/1/96 funds is \$596,579. The FY 11-12 ending balance is \$619,534. Therefore, the remaining \$22,955 was accrued on revenue received after 1/1/96 and must be returned to the State.

**Proposal:**

Given that the AVA program is expiring, C/CAG staff recommends that the prior to 1/1/96 funds of \$596,579 be used to fund an additional year of the program (FY 13-14). The funds should be spent quarterly with any additional interest accrued after 6/30/12 also applied to the extra year. Only those agencies currently participating in the program would be eligible to receive the funds. The current formula for the distribution of the funds must be used. Further, C/CAG staff also recommends the return of \$22,955 to the State. Staff is also authorized to make minor financial adjustments provided the overall approved structure is maintained.

**Attachment:**

Abandoned Vehicle Abatement Participants.  
Abandoned Vehicle Abatement Prior to 1/1/96 Analysis  
Resolution 12-64

**Alternatives:**

- 1- Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance in accordance with the staff recommendation.
- 2- Review and Approval of Resolution 12-64 authorizing the distribution of the Abandoned Vehicle Abatement Fund Balance in accordance with the staff recommendation with modifications.
- 3- No action.

SAN MATEO COUNTY ABANDONED VEHICLE AUTHORITY  
1st QUARTER ENDING 09/30/11

CITIES	POPULATION TOTAL	% POPULATION	50% FUNDS BY POPULATION BASE (P)	TOWED			VOLUNTARY ABATED			TOTAL ABATED	% ABATED	50% FUNDS BY % ABATED (A)	TOTAL REIMBURS. THIS QTR (P+A)	AVA FUNDS TO DISBURSE THIS QTR \$207,090.78
				Public	Private	Total	Public	Private	Total					
Almont	25,648	3.64%	\$ 3,770.73	11	0	11	162	6	168	179	3.47%	\$ 3,593.37	\$ 7,364.10	
Arisbane	3,744	0.53%	\$ 550.44	5	0	5	72	0	72	77	1.49%	\$ 1,545.75	\$ 2,096.19	
Arlingame	28,322	4.02%	\$ 4,163.86	29	0	29	268	0	268	297	5.76%	\$ 5,962.19	\$ 10,126.05	
Avalon City	104,820	14.88%	\$ 15,410.47	59	0	59	141	0	141	200	3.88%	\$ 4,014.94	\$ 19,425.42	
East Palo Alto	32,083	4.56%	\$ 4,716.79	41	0	41	194	0	194	235	4.56%	\$ 4,717.56	\$ 9,434.35	
East City	29,900	4.25%	\$ 4,395.85	3	0	3	371	0	371	374	7.25%	\$ 7,507.94	\$ 11,903.80	
Half Moon Bay	12,739	1.81%	\$ 1,872.87	2	0	2	53	0	53	55	1.07%	\$ 1,104.11	\$ 2,976.98	
Leno Park	30,750	4.37%	\$ 4,520.82	1	0	1	63	0	63	64	1.24%	\$ 1,284.78	\$ 5,805.60	
Lillbrae	20,735	2.94%	\$ 3,048.43	8	0	8	76	0	76	84	1.63%	\$ 1,686.28	\$ 4,734.70	
Lacifica	38,739	5.50%	\$ 5,695.35	8	2	10	255	0	255	265	5.14%	\$ 5,319.80	\$ 11,015.15	
Marlborough Valley	4,553	0.65%	\$ 669.38	0	0	0	0	0	0	0	0.00%	\$ -	\$ 669.38	
Redwood City	76,087	10.80%	\$ 11,186.19	45	0	45	299	0	299	344	6.67%	\$ 6,905.70	\$ 18,091.90	
San Bruno	41,515	5.89%	\$ 6,103.47	71	0	71	430	0	430	501	9.71%	\$ 10,057.43	\$ 16,160.90	
San Carlos	28,265	4.01%	\$ 4,155.48	4	2	6	160	0	160	166	3.22%	\$ 3,332.40	\$ 7,487.88	
San Mateo	94,315	13.39%	\$ 13,866.05	58	0	58	1347	0	1347	1405	27.24%	\$ 28,204.98	\$ 42,071.02	
San Mateo County	64,756	9.19%	\$ 9,520.33	33	0	33	238	0	238	271	5.25%	\$ 5,440.25	\$ 14,960.58	
San Francisco	61,824	8.78%	\$ 9,089.27	90	0	90	544	2	546	636	12.33%	\$ 12,767.52	\$ 21,856.79	
Vopside	5,507	0.78%	\$ 809.63	2	0	2	3	0	3	5	0.10%	\$ 100.37	\$ 910.00	
<b>TOTAL</b>	<b>704,302</b>	<b>100%</b>	<b>\$ 103,545.39</b>	<b>470</b>	<b>4</b>	<b>474</b>	<b>4676</b>	<b>8</b>	<b>4684</b>	<b>5158</b>	<b>100.00%</b>	<b>\$ 103,545.39</b>	<b>\$ 207,090.78</b>	

  
Gregory P. Rothaus, Chief of Police

1/10/12  
Date

10/31/2012					ABANDONED VEHICLE ABATEMENT						1 of 2
					PRIOR TO 1/1/96 ANALYSIS						
		93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	
<b>Per Cent</b>			<b>2.29%</b>	<b>3.73%</b>	<b>3.94%</b>	<b>3.87%</b>	<b>1.95%</b>	<b>2.17%</b>	<b>3.63%</b>	<b>1.06%</b>	
Interest			13358	<b>21311</b>	22602	23958	12576	15493	24531	7248	
AVA Fee		682922	673419	<b>629423</b>	482336	663889	694399	906728	717145	691729	
Prof Services		5543	3707	3392	13910	84	97	0	0	0	
Distribution		443212	503506	602609	658109	702413	854737	705602	535108	688805	
Begin Balance		0	234167	413731	458464	291383	276333	128874	345593	361613	
End Balance		234167	413731	458464	291383	276733	128874	345593	552061	371785	
Interest Returned				<b>5871.98</b>							
Prior to 1/1/96 Balance				<b>452592</b>	452592	470439	487968.7	497154.8	507733.6	525762.8	
Interest on Prior Balance				<b>0</b>	<b>17847.02</b>	<b>17529.62</b>	<b>9186.157</b>	<b>10578.73</b>	<b>18029.22</b>	<b>5406.549</b>	
<b>Balance Prior to 1/1/96</b>				<b>596578.7</b>	<b>Available to Program</b>						
<b>(With Interest)</b>											
<b>Current Balance</b>				<b>619534</b>							
<b>Return to State</b>				<b>22955.34</b>							
<p>Note: 1- For 1995-96 assume half the interest since only 6 moths prior to 1/1/96 is eligible to keep.</p> <p>2- Reduce the 1995-96 ending balance by the other half since it must be returned to state.</p> <p>3- From 1/1/96 to 6/30/96 all the funds received were spent in accordance with the new formula for expenditures.</p> <p>4- The new AVA revenue is disbursed immediately upon receipt.</p> <p>Therefore, assumed each only received three months interest for each quarterly AVA Fee.</p>											

10/31/2012					ABANDONED VEHICLE ABATEMENT						2 of 2
					PRIOR TO 1/1/96 ANALYSIS						
	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	
<b>Per Cent</b>	<b>0.88%</b>	<b>0.61%</b>	<b>1.85%</b>	<b>0.83%</b>	<b>4.03%</b>	<b>2.50%</b>	<b>-0.06%</b>	<b>0.51%</b>	<b>0.41%</b>	<b>0.36%</b>	
Interest	6122	3988	13094	6332	29195	18171	-463	3889	3095	2759	
AVA Fee	680976	496363	691798	878473	700726	698887	681557	676295	678360	679764	
Prof Services	0	0	0	912	1166	0	0	400	0	0	
Distribution	693536	691426	520355	683843	701617	698168	678378	671764	677848	682119	
Begin Balance	371785	365247	174172	358709	558759	585897	604787	607503	615523	619130	
End Balance	365247	174172	358709	558759	585897	604787	607503	615523	619130	<b>619534</b>	
Interest Returned											
Prior to 1/1/96 Balance	531169.33	535793.9	539026.6	548925.4	553424.4	575556.3	589367.1	589009.9	592031.9	594435	596578.7
Interest on Prior Balance	<b>4624.5523</b>	<b>3232.767</b>	<b>9898.766</b>	<b>4498.965</b>	<b>22131.92</b>	<b>13810.79</b>	<b>-357.241</b>	<b>3022.053</b>	<b>2403.092</b>	<b>2143.667</b>	
<b>Balance Prior to 1/1/96</b>											
<b>(With Interest)</b>											
<b>Current Balance</b>											
<b>Return to State</b>											



## **RESOLUTION 12-64**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE DISTRIBUTION OF THE ABANDONED VEHICLE ABATEMENT FUND BALANCE**

**WHEREAS**, C/CAG has been designated the Abandoned Vehicle Abatement Service Authority for San Mateo County; and

**WHEREAS**, There was a fund balance created as a result of restricted cost reimbursement prior to 1/1/96; and

**WHEREAS**, The current Abandoned Vehicle Abatement program will end in May 2013; and

**WHEREAS**, C/CAG would like to extend the program to FY 13-14;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Board authorizes the distribution of the Abandoned Vehicle Abatement Fund Balance as follows:

- 1- The prior to 1/1/96 funds of \$596,579 be used to fund an additional year of the Abandoned Vehicle Abatement program (FY 13-14).
- 2- Additional interest accrued after 6/30/12 will also applied to the extra year.
- 3- The funds should be spent quarterly and meet all the requirements of the current program.
- 4- The current formula for the distribution of the funds must be used.
- 5- Only those agencies currently participating in the program would be eligible to receive the funds.
- 6- Return \$22,955 to the State.

Staff is authorized to make minor financial adjustments provided the overall approved structure is maintained.

**PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF NOVEMBER 2012.**

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*Bob Grassilli, Chair*



# C/CAG AGENDA REPORT

**Date:** November 8, 2012  
**To:** City/County Association of Governments Board of Directors  
**From:** Richard Napier, Executive Director  
**Subject:** Review and approval of Resolution 12-65, convening the Stormwater Committee as part of C/CAG's Water Pollution Prevention Program committee structure.

(For further information contact Matthew Fabry at 650-599-1419)

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## RECOMMENDATION

Review and approve Resolution 12-65, convening the Stormwater Committee as part of C/CAG's Water Pollution Prevention Program committee structure.

## FISCAL IMPACT

None, other than staff costs.

## SOURCE OF FUNDS

Existing Water Pollution Prevention Program staff budget.

## BACKGROUND/DISCUSSION

In response to recent discussions between Regional Water Quality Control Board staff, the San Mateo City Managers' Association, and the Water Pollution Prevention Program (also referred to as the "NPDES Program") and Congestion Management Technical Advisory Committees (TAC), C/CAG staff is proposing changes to the existing C/CAG committee structure to elevate the importance of and level of commitment by member agencies to meeting regulatory requirements for stormwater management.

Currently, C/CAG's committee structure for the Water Pollution Prevention Program includes a TAC that is voluntarily attended by mid-level technical staff from the member agencies. There are not designated committee members or alternates, there is not a chair/vice-chair, and meetings are held monthly at varying locations throughout the county. There are seven subcommittees reporting to the NPDES TAC that deal with specific provisions of the Municipal Regional Permit, typically staffed by member agency representatives most involved with the subcommittee's focus area. These subcommittees are: 1) New Development; 2) Trash; 3) Commercial, Industrial, and Illicit Discharges; 4) Public Information and Participation; 5) Parks Maintenance and Integrated Pest Management; 6) Municipal Maintenance; and 7) Watershed Assessment and Monitoring.

**ITEM 6.4**

C/CAG staff is recommending the following:

1. At the C/CAG Board Level – As a result of ongoing compliance concerns and the significant resources member agencies are required to commit to stormwater management, staff recommends increasing involvement by the C/CAG Board in stormwater policy decisions and programmatic activities. Staff expects to provide more frequent presentations to the Board on stormwater-related issues, including ongoing education of Board members regarding necessary commitments by member agencies to meeting water quality mandates. An anticipated significant upcoming role for the C/CAG Board is involvement in and approval of a Countywide Funding Initiative to increase revenue for both the Countywide Water Pollution Prevention Program and the member agencies.
2. Reconvene a Stormwater Committee at the Director Level – C/CAG’s JPA identifies both a Stormwater (NPDES) Committee and a Stormwater (NPDES) TAC; currently there is only an active Stormwater TAC. Staff recommends reconvening the Stormwater Committee, which hasn’t been active since the earliest days of the Water Pollution Prevention Program. Membership will be from all cities and the county, formally designated by the C/CAG Board, meeting on designated dates/times/locations (proposed to be concurrent with/adjacent to existing CMP TAC), and subject to Brown Act requirements. The Committee would assume the policy recommendation function of the existing Stormwater TAC. The cities and the county would be asked to provide names for appointment to this Committee, with membership recommended to be at the director level, typically either the Public Works or Planning Director, and a non-voting membership seat for executive management-level staff representation by the Regional Water Quality Control Board. The individual appointed to the Stormwater Committee by the City/County Manager would be the person accountable for ensuring the agency meets the regulatory requirements of the Municipal Regional Permit. This Committee would be scheduled to meet on a bimonthly basis and recommend action on ongoing compliance issues, recommend approval by the C/CAG Board of the annual Countywide Water Pollution Prevention Program budgets, authorize submittal by staff and consultants of annual reporting materials, and provide recommendations to the C/CAG Board on Countywide Water Pollution Prevention Program activities. Routine/non-action items would continue to be managed by the Stormwater TAC and subcommittees.
3. Stormwater Technical Advisory Committee at the Staff Level – The existing Stormwater TAC would continue with its current attendees, but shift to much more of an informational and educational role as opposed to a policy/decision-making body. This will ensure municipal representatives that are actively engaged in compliance efforts continue to be educated and informed on an ongoing basis regarding Municipal Regional Permit issues. This would be in addition to utilizing the existing seven subcommittees referenced above.

The benefits of this approach include:

- Increasing involvement in the Water Pollution Prevention Program at the C/CAG Board level will elevate stormwater regulatory issues with elected officials, demonstrating commitment to meeting regulatory obligations at the highest level;
- Reconvening the Stormwater Committee elevates staff involvement to the department head/director level to ensure appropriate understanding of and commitment to compliance. This level of active staff involvement will also be essential in the coming months as negotiations on reissuing the Municipal Regional Permit begin and revised trash control programs are developed.
- Shifting the focus of the Stormwater TAC from policy/action items to educational/informational will ensure compliance staffs remain actively engaged and informed, but remove the responsibility for making decisions and recommendations that are typically above their level of authority within their organization.

### **ALTERNATIVES**

1. C/CAG Board approve Resolution 12-65 in accordance with the staff recommendation.
2. C/CAG Board provide guidance to staff on an alternative approach to revising the committee structure for future consideration.
3. No action.

### **ATTACHMENTS**

- Resolution 12-65

## RESOLUTION NO. 12-65

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY  
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)  
AUTHORIZING THE EXECUTIVE DIRECTOR TO CONVENE A STORMWATER  
COMMITTEE AS PART OF C/CAG'S WATER POLLUTION PREVENTION  
PROGRAM COMMITTEE STRUCTURE**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

**WHEREAS**, C/CAG is the agency responsible for the development and implementation of the Water Pollution Prevention Program for San Mateo County; and

**WHEREAS**, C/CAG's existing bylaws designate both a Stormwater (NPDES) Committee and a Stormwater (NPDES) Technical Advisory Committee; and

**WHEREAS**, the Stormwater Committee has not been active in over a decade; and

**WHEREAS**, convening a Stormwater Committee with director-level membership will be beneficial to overall management of the Water Pollution Prevention Program;

**NOW, THEREFORE, BE IT RESOLVED** that C/CAG hereby authorizes the Executive Director to convene a Stormwater Committee to provide professional direction to the Stormwater NPDES Technical Advisory Committee and make recommendations to the Board on water pollution prevention issues. The Committee shall have the following characteristics:

- Membership shall include one representative from each of C/CAG's member agencies and one non-voting seat for executive management from the Regional Water Quality Control Board;
- Members shall be director-level (typically either the Public Works or Planning Director), have responsibility for implementing water pollution prevention programs within their agency, be recommended by executive management of their member agency, and be appointed by the C/CAG Board;
- The Committee shall meet on an appropriate frequency as determined by the Executive Director, anticipated to be bimonthly;
- The Committee shall be subject to the public meeting requirements dictated by the Brown Act.

**PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF NOVEMBER, 2012.**

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*Bob Grassilli, Chair*